



THE CITY OF SAN DIEGO

HOW TO OBTAIN A PERMIT TO BUILD A Residential Addition

CITY OF SAN DIEGO DEVELOPMENT SERVICES
1222 FIRST AVENUE, MS 301, SAN DIEGO, CA 92101-4153
Call (619) 446-5300 for appointments and (619) 446-5000 for information.

INFORMATION
BULLETIN

140

November 2004

This Information Bulletin describes the permitting requirements for obtaining over-the-counter review for residential projects as described in Section II below. All other residential projects not meeting these requirements must be submitted into plan review. See the Land Development Manual, Project Submittal Requirements Section 2 for detailed project submittal information.

I. WHEN IS A PERMIT REQUIRED?

All construction work in the City of San Diego requires a permit unless it is specifically exempted by the Municipal Code. To determine if your proposed project is exempt, consult Information Bulletin 115, "Permit Exemptions" and the zoning regulations for your site. If your project is not listed as exempt, it *does* require a permit.

II. RESIDENTIAL PROJECTS THAT CAN BE REVIEWED BY APPOINTMENT

Appointments for plan review are required. Call (619) 446-5300 to schedule an appointment. Appointments are also recommended for obtaining information prior to plan preparation.

The following types of residential projects can be reviewed while the customer is present, by appointment only:

A. Single-story additions less than half the size of the existing single-dwelling unit or duplex, where the plans conform to the conventional construction provisions of the California Building Code. If the plans include calculations by an engineer, they are not considered conventionally constructed and cannot be checked over-the-counter. Conventional construction requirements are defined in "Dwelling Construction Under the Uniform Building Code." This booklet can be ordered from the International Conference of Building Officials, 5360 South Workman Mill Road, Whittier, CA 90601. Forms for ordering can be obtained from the Development Services Center Public Information Counter.

B. Accessory structures to an existing single-dwelling unit or duplex, such as single-story garages, carports, decks, patio covers and patio enclosures where the plans conform to the conventional construction provisions of the California Building Code.

III. PLAN SPECIFICATIONS

Plans must be drawn to scale and must be of sufficient clarity to indicate the location, nature and extent

Documents referenced in this Information Bulletin

- Dwelling Construction Under the California Building Code
- General Application, DS-3032
- Water Meter Data Card, DS-16
- CF-1R Form
- Mandatory Measures Checklist, MF-1R
- Information Bulletins:
 - 501a Fee Schedule, Single Family Dwelling/Duplex
 - 112 Minimum Construction Specifications
 - 115 Regulations Covering Permit Exemptions
 - 117 Regulations Covering Permit Expiration and Extension
 - 118 How to Process Changes to Approved Plans
 - 120 How to Obtain Project Inspections
 - 122 How to Prepare a Single Dwelling Unit Plot Plan and Vicinity Map
 - 132 How to Prepare a Typical Single-Story Framing Section
 - 133 Roof and Floor Framing Span Tables
 - 142 Residential Garage Conversions
 - 205 Specifications for Carports
 - 206 Specifications for Patio Covers
 - 211 How to Obtain a Permit for Residential Decks

of the work proposed. Be sure to clearly label all existing and all proposed construction.

Plans must show, in detail, that the proposed work will conform to the provisions of the California Building Code, Zoning Ordinances, and all other relevant laws, ordinances, rules, and regulations. Many of the California Building Code requirements are summarized in Information Bulletin 112, "Minimum Construction Specifications."

Zoning information is available at the Development Services Center, 1222 First Avenue, (619) 446-5000.

Three sets of plans are required for "over-the-counter" plan review.

Plan specifications and permitting requirements for accessory structures, such as decks, patio covers/enclosures, and carports, are available on the following Information bulletins:

Information Bulletin 205, "Specifications for Carports," 206, "How to Obtain a Permit for Residential Patio Covers," 211, "How to Obtain a Permit for Resi-

dential Decks.”

You may use these specifications as your plans. See the information bulletin for more details.

IV. FORMS TO COMPLETE

❑ A. Permit Application

A completed general application, DS-3032, must be provided with all projects at initial presentation for plan check. Instructions can be found on the reverse side of the application. If you intend to obtain your permit on the same day as plan review, the application must be fully completed. Note: there are *no* exceptions to the Workers' Compensation Insurance requirements. If the property owner is doing the construction work or is hiring a number of different contractors, a separate Owner-Builder Verification form must be signed by the owner at the Development Services Center before the permit can be issued.

❑ B. Water Meter Data Card

A Water Meter Data Card must be completed if new plumbing fixtures are being added. This form is not required to replace or relocate fixtures, but replacement or relocation must be clearly labeled on the plans.

❑ C. Title 24 Compliance

A Certificate of Compliance: Residential (CF-1R) form and a Mandatory Measures Checklist (MF-1R) must be submitted to demonstrate compliance with California State Energy Efficiency Standards. See section VI for more information.

❑ D. Parcel Information Checklist

This checklist is an important tool that will assist you in determining the City of San Diego's planning, zoning, and/or building regulations that apply to your project. By evaluating this information prior to designing your project, you can avoid mistakes early in the process, save time, and reduce processing costs. This completed checklist is required for most projects submitted to the Development Services Department for review. The information for Part 1 can be obtained in person on the 3rd floor of the Development Services Center, 1222 First Avenue, or by appointment by phoning (619) 446-5300. **Part II must be completed by the applicant.**

❑ E. Historical Review

If your structure is 45 years or older and you are proposing exterior modifications, the City must determine if a site-specific historical resources survey is necessary. In that case you will be required to provide additional information as follows: Photographs of the site and each building facade, records of building permits or sewer and water permits, and the Building Record from the County of San Diego Assessor's Office.

V. DRAWINGS TO INCLUDE

Following are the minimum plans and details required for review.

❑ A. Plot Plan and Vicinity Map

This drawing shows the general layout of the lot and must include the following information:

1. Property lines and dimensions.
2. The existing building footprint including dimensions and distances to adjacent property lines. Include items such as eave overhangs, bay windows, fireplaces.
3. The proposed construction, noting the dimension of the exterior walls and the distances to adjacent property lines.
4. Any accessory structures and dimensions and the distances from these structures to adjacent property lines and to adjoining structures.
5. If plumbing fixtures are being installed, show the location of water and sewer lines and the location of the water meter.

For additional information, refer to Information Bulletin 122, "How to Prepare a Single Dwelling Unit Plot Plan and Vicinity Map."

❑ B. Foundation Plan and Floor Framing Plan

For slab floor construction this drawing must show:

1. Size, depth, and location of footings.
2. Thickness of concrete slab.

For raised floor construction this drawing must show:

1. Location of continuous foundations and any pier footings.
2. Size and depth of footings.
3. Size of stem walls.
4. Size and spacing of girders.
5. Size and spacing of floor joists.
6. Location of crawl holes and vents.

To size floor joists, refer to Information Bulletin 133, "Roof and Floor Framing Span Tables."

❑ C. Floor Plan

For additions to existing buildings, show proposed rooms and all adjoining rooms. Include the following information:

1. Designate the use and dimensions of all rooms on all floors.
2. Size and type of all windows and doors.
3. Size of headers above wall openings.
4. Location of all plumbing fixtures.
5. Location and energy output (BTUs) of all heating equipment.
6. Location and type of any vent fans.
7. Location of smoke detectors.

❑ D. Cross Section Views

Information on preparing cross section views can be

found in Information Bulletin 132, "How to Prepare a Typical Single-Story Framing Section." If you plan to construct exactly as shown in the Information Bulletin, you may include sheets from the bulletin in place of drawings. Be sure to complete information on size and spacing of construction members and size of foundations.

❑ E. Roof Framing Plans

Sufficient information must be shown for both the existing structure and the addition to be able to determine roof loads. Include the following information:

1. Hips, valleys, ridges for both new construction and existing. Dimension both new and existing roofs.
2. Rafter and ceiling joist size and spacing.
3. Any special framing at roof area.

For information on sizing rafters and ceiling joists see Information Bulletin 133, "Roof and Floor Framing Span Tables."

❑ F. Elevation Views

This is a drawing of each exterior wall from the outside of the building. Include the following:

1. Doors, windows and other openings.
2. Exterior finishes for the walls and roof.
3. Wall bracing or shear panel locations or other means of obtaining the required lateral bracing.
4. Pre-existing and finished grade with building height dimensioned to the most restrictive grade.

❑ G. Connection Details

Sufficient details must be shown to clearly explain the method of construction and means of connection. Suggested shear transfer details are shown in Information Bulletin 132, "How to Prepare a Typical Single-Story Framing Section."

❑ H. Truss Calculations

Whenever prefabricated trusses are included as part of the roof framing, two sets of truss calculations, stamped by a currently licensed engineer, must be presented. The truss calculation identification number must be cross referenced on the roof framing plan.

❑ I. Electrical/Plumbing Plans

No electrical drawings are required for single family or duplex residential construction. Electrical requirements are checked by the Field Inspector.

The only plumbing drawings required are the plumbing fixture locations shown on the floor plans.

Compliance with the City Water Utilities Retrofit Ordinance must be shown for new fixtures on the plans as follows:

1. Ultra low flush toilets.
2. Maximum faucet flow, 2.2 gallons per minute.
3. Maximum shower head flow, 2.5 gallons per

minute.

VI. Title 24 Energy Documentation

All single-family or duplex additions or alterations are required to comply with California Energy Efficiency Standards for Low-Rise Residential Buildings contained in the California Code of Regulations, Title 24, Part 1. A number of compliance methods are described in a Residential Manual available from the California Energy Commission, phone 1-800-772-3300.

Minimum acceptable requirements for the simplest method of meeting the requirements are shown in Table 1. You may complete the required Certificate of Compliance: CF-1R form using the information shown in Table 1. You must also show the required insulation values and dual pane windows on your plans. Also complete a Mandatory Measures Checklist (MF-1R) form by checking all the items that apply to your

Table 1 - Title 24 Energy Requirements
(Climate Zone 7)

Floor Area	<101 sq ft	<1000 sq ft
Insulation:		
Ceiling	R-19	R-30
Wall	R-13	R-13
Floor	R-13	R-19
Glass:		
Type	Dual Pane	Dual Pane
Sq.Ft.	max. 50*	20% of FA*

*The area of any glass removed, as a direct result of the room addition, may be added to the 20%.

project.

Note that the information in Table 1 is for Climate Zone 7. Some areas of San Diego are in Climate Zone 10. At your plan review appointment you will be advised if you are located in Climate Zone 10 and will be advised of alternative shading devices that must be added to meet Climate Zone 10 requirements.

The CF-1R form and the Mandatory Measures Checklist MF-1R form are available at the Development Services Center.

If you present energy conservation calculations for some other method of documenting energy compliance, you may be required to leave a set of plans for plan review. Normally this plan review will be completed within eight working days.

VII. THE PLAN REVIEW PROCESS

Development Services will make every effort to approve the plans for the project during the first plan review. Questions may arise that cannot be answered

immediately, or it may be necessary to refer you to other agencies for approval. A comment sheet will be prepared for you detailing what you are expected to do to complete the plan review process. If the permit cannot be issued at the initial appointment, issuance fees must be paid. (See Information bulletin 501a).

Once all clearances are obtained and all questions are answered, schedule another appointment at (619) 446-5300 to complete the plan review process and receive your permit.

At your permit appointment you will be expected to present two sets of plans with all approval signatures, copies of any calculations, and all completed forms. You will need a third set of plans including the site plan and floor plan for the County Assessor. This set need not have approval signatures.

VIII. FEES

Please refer to information bulletin 501a for fees.

If your room addition is more than 500 square feet in area, school fees will be due. Projects 500 square feet and under in area are exempt. Note that for determination of whether school fees are due, the area of addition is accumulative for a one year period. If your project is in the San Diego Unified School District, you may pay school fees at the Development Services Center by separate check made payable to the "San Diego Unified School District." A \$10.00 fee will be charged by the Development Services Department for this process.

If your project is located in another school district, or if you wish to pay cash, you will be directed to the School's District Office to pay school fees. You must have documentation from the Development Services Center to take to the school district for fee calculation. For estimated fee amounts for San Diego Unified School District, call (858) 637-36870. Occasionally, addition of plumbing fixtures results in a requirement for increasing the water meter size. If so, San Diego County Water Authority capacity fees will be due. These can be paid at the Development Services Center by separate check. An estimate of the fee amount will be provided when the required size of the meter is known. Upgrading the water meter usually is not required when adding only one new bathroom.

IX. WHEN THE PERMIT IS ISSUED

You will receive an Inspection Record card and an Inspection Plan at permit issuance. The inspector signs the card as the construction is inspected and approved. For required inspections see Information Bulletin 120, "How to Obtain Project Inspections." If the project includes electrical work, an Electric Circuit Card will also be provided at permit time. This card must be completed for the inspector prior to calling for electrical inspection.

At permit issuance a stamped, approved set of plans

will be returned to you. This set must be available for the Field Inspector. Your construction will be expected to conform to the approved plans. If it is necessary to change the plans during construction, changes must be approved at the Development Services Center. For information on processing changes see Information Bulletin 118, "How to Process Changes to Approved Plans."

The permit is active for 180 days after the date of issuance. Scheduling and passing an inspection will extend the permit for 180 days from the date the inspection passes. Additional information on permit expiration and extensions can be found in Information Bulletin 117, "Regulations Covering Permit Expiration and Extension."

The Inspection Record card, the approved plans, and the permit are important records and should be preserved.